



P.O. Box 168025  
Sacramento, CA 95816

Providing information technology services to  
California Health and Human Services Agency Departments



Arnold Schwarzenegger,  
Governor

## JOB OPPORTUNITY

**CLASSIFICATION:** STAFF SERVICES MANAGER I (SUPERVISORY)

**POSITION LOCATION:** Health and Human Services Data Center (HHSDC)  
Systems Integration Division  
2525 Natomas Park Dr., Suite 100  
Sacramento, California 95833

[Free Parking](#)

**SALARY:** \$4746 - \$5726

### Duties/Responsibilities:

Under the general direction of the Staff Services Manager III, Administrative Services Division, the Acquisitions Manager (Staff Services Manager [SSM] I) is responsible for all acquisition and procurement activities for the Systems Integration Division (SID). This responsibility includes the most complex procurement of information technology (IT) systems including hardware, software, consultant services and non-IT procurements; leasing and associated financing activities. The SSM I will supervise staff responsible for conducting acquisitions ranging in level from nominal dollar amounts to the Department's highest delegation authority. The incumbent in this position will maintain overall responsibility for Asset Management and oversee the maintenance of an integrated financial system used by the Acquisition Services Program.

### Desirable Qualifications:

- Thorough knowledge of the State's procurement and contracting laws, i.e., Department of General Services' regulations, policies, procedures and delegation requirements. Knowledge and familiarity with the requirements of other control agencies, e.g., Department of Finance, State controller's Office, etc.
- Knowledge of procurement alternatives such as CMAS, MASA, MRA, and available resources such as the State Administrative Manual, State Contracting Manual, California Acquisition Manual, and online services.
- Understanding of the importance of good customer service and the necessity of effective communication to meet the customer's business needs.



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### **Desirable Qualifications *continued*:**

- Thorough knowledge HHSDC's organization, the use of the Department's automated systems that support the acquisition program, and an understanding of how the Acquisition Services Program's processes interrelate and affect other administrative units, i.e., cost recovery, rate setting, accounting, budgeting, and asset management.

### **Who May Apply:**

#### **Please indicate your eligibility on your application.**

- State employees who are at or have lateral transfer eligibility to the Staff Services Manager I (Supervisory) classification. Please indicate your eligibility in box 12 on your application.
- Persons who have list eligibility to the Staff Services Manager I (Supervisory) classification. Please indicate your list eligibility in box 12 on your application.
- SROA/Surplus candidates are encouraged to apply. Please indicate that you are SROA/Surplus in box 12 on your application.

**Inquiries regarding this position may be directed to Mark Standley at (916) 263-5045.**

### **How to Apply:**

Submit a State of California application, STD 678.

**APPLICATIONS RECEIVED WITHOUT RPA # 05-216 WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION. FAXED OR EMAILED APPLICATIONS/RESUMES WILL NOT BE ACCEPTED**

**Final Filing Date: Until Filled**

### **Submit applications/resumes to:**

**Health and Human Services Data Center  
Human Resources Branch, Attention RPA #05-216  
2525 Natomas Park Dr., Suite 100  
Sacramento, California 95833**

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.